GTE

INTRACOMPANY CORRESPONDENCE

GTE Telephone Operations

July 1991

Reply To
MC 67 - Tampa, FL

To: South Area Telephone Operations Employees

Subject: SMOKE-FREE WORKPLACE INFORMATION PACKET

GTE South Area is standing firmly behind the new Smoke-Free Workplace Policy to make our work locations as safe and healthy as possible for our employees. As we prepare to move toward a smoke-free workplace, this packet will provide practical information to achieve a smooth transition to the new policy. Enclosed you will find:

* the written policy
* questions and answers
* facility changes
* smoking cessation support and information
* enforcement of the policy

Health Program Development will provide assistance in answering questions about the policy. Smoking cessation programs and self-help materials will be made available on a voluntary basis to those employees who are interested.

I hope you find this information packet useful.

Cindy A. Cline
Area Manager-Health Program Development

Attachments

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